

THIRD
PERSON

They

- them
- their
- Society
- the nation
- Humanity

Groups

Individuals

He

His
Him

SHE

Hers
Her

One

SECOND
PERSON

You
- yours

We

- Ours
- us

I

- me
- my
- mine

FIRST
PERSON

Essay Grading Sheet

OLDSKOOX

Name.....

Essay Content

CONTENT

- Introduction**
 - is an appropriate length for the essay.....
 - moves from general to specific concepts.....
 - ends with the thesis statement
- Arguments**
 - consistently support the thesis.....
 - logical links to the thesis are written, not assumed.....
 - appropriate thesis restatement.....
- Conclusion**
 - includes a clear thesis restatement in the topic sentence
 - moves from specific to general concepts.....
 - touches upon topics from the introduction.....
 - last sentence concludes with finality.....

STYLE

- Writing in The Third Person**
 - reference to the author of the essay is non-existent.....
 - reference to the reader of the essay is non-existent.....
 - the essay does not refer to itself.....
 - a natural and objective voice is maintained.....
- Paragraph Structure**
 - topic sentences are clear and begin each paragraph.....
 - fluid transitional devices are employed.....
 - ideas are grouped into larger logical units.....
- Formal Writing**
 - conventional grammar and syntax are maintained.....
 - spelling is accurate.....
 - contractions are not used.....
 - the active voice is maintained.....
 - slang, cliché and colloquialism are not used.....
 - the use of numerals in the text is consistent.....

FORMAT

Essay Format

- title page follows style guide conventions.....
- essay is completely doublespaced.....
- pagination follows style guide conventions.....
- on page one there is a two inch top margin and the title
- all other margins are approximately one inch wide.....
- the paper is presented in a highly legible black font.....
- the wordcount of the essay is within the stated limits.....

REFERENCES

Essay Referencing

- parentheses in the text are correctly formatted.....
- parentheses are keyed to the Works Cited page.....
- Works Cited page is in hanging indent form.....
- Works Cited page entries are listed alphabetically.....
- Works Cited page entries are correctly formatted.....

Checklist For Formatting Your Paper

- 1. Use white paper that is 8 1/2 by 11 inches.**
- 2. Use black ink only.**
- 3. Staple your paper in the upper left hand corner. Do NOT use ar**
- 4. Include a Title Page.**
- 5. Include a Works Cited page.**
- 6. Margins on the first page of the essay are to be 2" for the top,
and bottom margins.**
- 7. Margins for the Works Cited page are the same as the first page**
- 8. All other pages have 1" margins all the way around.**
- 9. Page numbers go on all pages except the Title Page**
- 10. Page numbers go in the upper right hand corner, with your last**
- 11. Double space your paper.**
- 12. Indent five spaces (1/2 inch tab) at the beginning of each new**
- 13. Do not leave an extra line between two paragraphs.**
- 14. Choose only a ten or twelve point font that is easy to read.**
- 15. Justify the text to the left margin only. The right margin is to**
- 16. Leave two spaces after periods that end sentences.**
- 17. Centre every line on the Title Page.**
- 18. Leave 17 lines before and after the title on the Title Page.**

ESSAY OUTLINE

NAME: _____

THESIS: _____

ARGUMENT ①: _____

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ARGUMENT ②: _____

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ARGUMENT ③: _____

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CONCLUSION: _____
